

**Moultonborough Code of Conduct
Ordinance #21
Form #2
Disclosure of a Gift, Loan, Contract or Other Benefit, Section 5**

	Employee or Officer Information
Name	
Title/ Position:	
Board/Department:	
Mailing Address:	
Phone:	
E-mail:	
Put an X beside the relevant statement.	<p>I have accepted a gift of nominal value from a person, business or organization which has/had a matter before me or the Town for consideration within the past or upcoming calendar year.</p> <p>_____ The gift appears to be a sincere thank you of appreciation for general service to the community.</p> <p>_____ A matter involving the giver previously came before me or is likely to come before me.</p> <p>_____ A matter involving the giver previously came before another Board or Department of the Town or is likely to come before another Board or Department.</p> <p>Name of Board or Department: _____</p> <p>Voluntary Disclosure of a Gift Unrelated to Official Action or Position or Duties:</p> <p>_____ I am voluntarily disclosing a gift, a loan or a contract, entirely unrelated to official action by me as an employee or officer or to my official position, or to the performance of my official duties. My purpose in filing the disclosure is to dispel the appearance that the person or organization who gave me the gift can unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of any party or person.</p>
Name and address of person or organization that gave you the gift	
Your relationship to the giver of the gift	

Value of the Gift:	
Circumstances under which you received/used the gift (i.e. used it yourself, distributed it to others, donated it).	
	INFORMATION REGARDING THE GIVER
Answer questions below if applicable	MATTER THAT CAME/WILL COME BEFORE YOU WITHIN
Describe the matter involving the giver that came/will come before you or came/will come before another Bord or Department.	
Date when the matter came/comes before you.	
What responsibility did you/will you have for taking action or making a decision?	
What was the ultimate decision (file an update if needed)	
If you cannot confirm this statement, you should recuse yourself.	REGARDING FUTURE ACTION, WRITE AN X TO CONFIRM THIS STATEMENT. ____ Taking into account the relationship or affiliation that I have disclosed, I feel that I can perform my official duties objectively and fairly with regard to the matter that I have described above.
Signature:	
Date:	